

CEA Policies and Procedures

Table of Contents

1.	Introduction	1
1.1.	Overview	1
1.2.	Mission and principles	1
1.3.	The philosophy of CEA accreditation	2
1.4.	CEA values	3
1.5.	Recognition by the U.S. Secretary of Education	4
1.6.	The Department of Homeland Security, the Student and Exchange Visitor Program, and the Accreditation Act	4
1.7.	The structure of the Commission on English Language Program Accreditation	4
2.	CEA Standards	6
2.1.	<i>The CEA Standards for English Language Programs and Institutions</i>	6
2.2.	Review and revision of <i>CEA Standards</i>	11
3.	Commission governance, administration, and evaluation	13
3.1.	CEA governance	13
3.2.	The Constituent Council.....	20
3.3.	CEA administration	20
3.4.	CEA evaluation	21
4.	Scope of accreditation	22
4.1.	Types of Accreditation	22
5.	Accreditation process	23
5.1.	Eligibility	23
5.2.	Accreditation workshop.....	26
5.3.	Plan for the self-study.....	27
5.4.	Reporting by in-process sites	27
5.5.	Self-study report	28
5.6.	Site review process	28
5.7.	The accreditation decision.....	31
5.8.	Reaccreditation	31
6.	Multiple-site programs and institutions, additional programs, and international sites	33
6.1.	Multiple-site programs and institutions	33
6.2.	Additional programs	36
6.3.	International sites	37
7.	The accreditation decision	38
7.1.	Types of accreditation decisions.....	38
7.2.	Policies specific to programmatic accreditation	40
7.3.	Procedures for decisions to grant accreditation.....	40
7.4.	Procedures for decisions to deny or withdraw accreditation	40
7.5.	Early reaccreditation decisions	41
7.6.	Expiration of a grant of accreditation, voluntary withdrawal from accredited status, or closure	41
8.	Maintaining accredited status	43
8.1.	Constituent Council responsibilities	43
8.2.	Notifications to CEA	43
8.3.	Adverse action notification.....	44

8.4.	Reporting requirements.....	45
8.5.	Annual reporting	45
8.6.	Interim reports for reaccredited sites.....	46
9.	Substantive change	48
9.1.	Substantive change	48
9.2.	Deep Substantive Change	49
9.3.	Additional branch locations	50
9.4.	Change of control or ownership	53
10.	Withdrawal from the accreditation process	57
10.1.	Voluntary withdrawal by in-process sites prior to the site visit	57
10.2.	Voluntary withdrawal after the site visit and before the Commission decision	57
10.3.	CEA action to withdraw applicant from the process	57
10.4.	Other withdrawal from the process	57
11.	Special site visits	58
11.1.	Types of special site visits	58
11.2.	Policies for scheduling special site visits.....	58
11.3.	Unannounced special site visits	58
11.4.	Fees for special site visits.....	58
12.	Advisory and adverse actions	59
12.1.	Advisory actions	59
12.2.	Warning.....	59
12.3.	Probation	60
12.4.	Show cause	61
12.5.	Adverse action: Withdrawal of accreditation	62
13.	Appeals	63
13.1.	Right of appeal	63
13.2.	Appeal of denial of eligibility	63
13.3.	Process for appeal of denial of eligibility	64
13.4.	Appeal of decisions to deny or withdraw accreditation	64
13.5.	Appeals procedures	67
13.6.	Resolution of appeals and notification of decisions	69
13.7.	Effective date of action.....	69
13.8.	Fees for appeals	69
14.	Fees	70
14.1.	Initial fees.....	70
14.2.	Sustaining fees	71
14.3.	Reaccreditation fees	72
14.4.	Special site visit fees	72
14.5.	Late charges and refunds.....	73
14.6.	Other fees	73
15.	Complaints	74
15.1.	Complaints against accredited programs and institutions	74
15.2.	Investigation of complaints.....	74
15.3.	Complaints against CEA	78
16.	Public notification and disclosure	79
16.1.	Ownership of site materials.....	79
16.2.	Confidentiality.....	79
16.3.	Public records.....	79

16.4.	Upcoming reviews and public comments.....	80
16.5.	Public notification of Commission decisions	80
16.6.	Notifications following grants of accreditation	80
16.7.	Notifications following probation and adverse actions.....	80
16.8.	Additional notifications following final decisions to deny, withdraw, suspend, or terminate accreditation.....	81
16.9.	Other notifications.....	81
16.10.	Reporting to the U.S. Secretary of the Department of Education.....	81
16.11.	Reporting to other agencies	82
16.12.	Other public information	82
17.	Site reviewers	83
17.1.	Reviewer qualifications.....	83
17.2.	Solicitation and recruitment of reviewers	83
17.3.	Reviewer selection	84
17.4.	Reviewer training and appointment.....	84
17.5.	Evaluation of Site Reviewers.....	84
17.6.	Ethical considerations.....	84
18.	Committees of the Commission	86
18.1.	Executive Committee (EC)	86
18.2.	Finance Committee (FC).....	89
18.3.	Nominating Committee (NC)	91
18.4.	Standards Compliance Committee (SCC).....	94
18.5.	Standards Review Committee (SRC)	96
18.6.	Policies and Procedures Committee	98
19.	Constituent Council governing rules	99
19.1.	Purpose	99
19.2.	Representation	99
19.3.	Role in nominations and elections.....	100
19.4.	Annual Meeting	100
20.	Bylaws of the Commission on English Language Program Accreditation	102
	ARTICLE I	102
	ARTICLE II	102
	ARTICLE III	102
	ARTICLE IV	103
	ARTICLE V	104
21.	Amendments to the CEA Policies and Procedures	105
21.1.	Maintenance	105
21.2.	Review.....	105
21.3.	Amendments.....	105
21.4.	Approval.....	105
21.5.	Distribution	105
22.	Plagiarism	106
22.1.	Types of plagiarism	106
22.2.	Process	106
22.3.	Consequences of plagiarism	106